

Archived Information

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8524



Fiscal Year 2008

APPLICATION FOR GRANTS UNDER Teachers For A Competitive Tomorrow: Programs For Master's Degrees In Science, Technology, Engineering, Mathematics, Or Critical Foreign Language Education (TCT-M)

CFDA NUMBER: 84.381B

Form Approved: OMB No. 1894-0006, OMB APPROVED

Dated Material – OPEN IMMEDIATELY

Application Available – June 6, 2008

CLOSING DATE: July 8, 2008

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Dear Applicant:

Thank you for your interest in applying for a grant under the Teachers for a Competitive Tomorrow: Programs for Master's Degrees in Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education (TCT-M program). We are pleased to provide the application booklet for the FY 2008 TCT-M competition. Included in this application booklet are the program statute and the instructions and forms needed to submit a complete application package to the U.S. Department of Education.

The TCT-M program provides up to five years of support for training teachers to become highly skilled in the areas of science, technology, engineering, mathematics, and/or critical foreign language, and for training professionals in these fields to earn Master's degrees in teaching that result in teacher certification. FY 2008 is the first year of this grant competition.

This letter highlights some items in the Fiscal Year (FY) 2008 application package that will be important to you in applying for grants under this program. You should review the entire application package thoroughly before preparing and submitting your application. Information on the TCT-M program is also accessible at the U.S. Department of Education (Department) Web site at:

<http://www.ed.gov/programs/tct>

For the FY 2008 grant competition, the Secretary has established an absolute priority and two invitational priorities. The Department requires all applicants to address the absolute priority and encourages applicants to address the invitational priorities. For additional information about the priorities, refer to the Federal Register Notice (Notice) inviting applications for new awards.

Applicants are also urged to carefully review the Statute and the Notice for important information concerning the critical terms used in this program. These include definitions for "high-need local educational agency" and for "children from low-income families," since it is necessary to document your compliance with these requirements.

Please be sure to review the entire application booklet for information concerning the TCT-M program.

The Department of Education is requiring that applications for FY 2008 grants under the TCT-M program be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early. A more thorough discussion is included in this application package. Grants.gov is accessible through its portal page at:

<http://www.grants.gov>

We also urge you to consider the following three extremely important administrative factors if you are planning to apply for this program:

1. We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.
2. We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection. The application submission process must be completed prior to the deadline for transmittal of applications.
3. In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

After you electronically submit your application, you will first receive an e-mail from Grants.gov acknowledging the date and time at which your application was received. You will receive a second e-mail from Grants.gov that will state that your application has been validated OR that your application was rejected with errors. If your application is validated, you will receive a third e-mail from the Department of Education with an assigned PR/ Award number, which is an ED-specified identifying number that is unique to your application. **This third confirmation by e-mail, with a PR/Award number assigned, is the e-mail that verifies that your application was submitted on time by the closing date. This may take several days.**

For information (including the dates and times) about how to submit your application electronically, please refer to the official Notice Inviting Applications for New Awards for FY 2008 published in the Federal Register.

You are reminded that the document published in the Federal Register (the Closing Date Notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Finally, we would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the potential of applicants to successfully reach their individual project goals, which are driven by the program's performance indicators. The independent evaluation should include formative and summative measures, and the use of appropriate controls and appropriate evaluation methodologies. The evaluation plan should shape the development of the project from the beginning of the grant period and provide benchmarks for the monitoring of progress and measurement of that progress throughout the grant award period. The evaluation should also provide evidence that enables the differentiation between promising and seemingly ineffective practices. You should pay close attention to the information provided in the "Instructions for Project Narrative" section of this application regarding the development of your evaluation activity.

For further information regarding the program, please contact Steve Sniegoski in the Office of Postsecondary Education. Dr. Sniegoski can be reached at (202) 502-7686 or at steve.sniegoski@ed.gov.

Sincerely,

/signed/

Lynn B. Mahaffie

Director

Teacher and Student Development Programs Service

GRANT COMPETITION HIGHLIGHTS

1. Purpose of the TCT-M Program

The purpose of this program is to develop and implement 2- or 3-year part-time master's degree programs in science, technology, engineering, mathematics, or critical foreign language education for teachers in order to enhance the teachers' content knowledge and pedagogical skills, **or** develop and implement programs for professionals in science, technology, engineering, mathematics, or critical foreign language education that lead to a one-year master's degree in teaching that results in teacher certification.

2. Eligible Entities to Receive a TCT-M Program Grant

Institutions of higher education (IHEs) (as defined under section 101(a) of the Higher Education Act of 1965, as amended) that apply on behalf of a department of science, technology, engineering, mathematics, or a critical foreign language, or on behalf of a department or school that offers a competency-based degree program (in those content areas) that includes teacher certification.

Eligible applicants must enter into a "partnership" that shall include:

1. An eligible recipient
2. Either of the following:
 - (a) A department within the eligible recipient that provides a program of study in science, technology, engineering, mathematics, or a critical foreign language; **and** (b) a school, department, or program of education within the eligible recipient, **or** a 2-year institution of higher education that has a teacher preparation program offering or a dual enrollment program with the eligible recipient;
 - or**
 - (c) A department or school within the eligible recipient with a competency-based degree program (in science, technology, engineering, mathematics, or a critical foreign language) that includes teacher certification;
3. Not less than one high-need local educational agency (LEA) and a public school or a consortium of public schools served by the agency.

A partnership may include a nonprofit organization that has a demonstrated record of providing expertise or support to meet the purposes of this initiative.

3. Definition of a High-Need Local Educational Agency

The term "high-need local educational agency" means a local educational agency or educational service agency—

1. (a) That serves not fewer than 10,000 children from low-income families; or

- (b) For which not less than 20 percent of the children served by the agency are children from low-income families; or
 - (c) With a total of less than 600 students in average daily attendance at the schools that are served by the agency and all of whose schools are designated with a school locale code of 41, 42, or 43, as determined by the Secretary; and
2. (a) For which there is a high percentage of teachers providing instruction in academic subject areas or grade levels for which the teachers are not highly qualified; or
- (b) For which there is a high teacher turnover rate or a high percentage of teachers with emergency, provisional, or temporary certification or licensure.

NOTE: See Section III, Number 3 Other, Eligibility Information, of the Federal Register Notice for further information on interpreting and documenting this requirement.

4. Definition of “children from low-income families”

The term “children from low-income families” means children described in section 1124(c)(1)(A) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6333(c)(1)(A)).

NOTE: See Section III, Number 3 Other, Eligibility Information, of the Federal Register Notice for further information on interpreting and documenting this requirement.

5. Foreign Languages the Secretary Designated as “Critical”

The Secretary has designated the following foreign languages as critical: Arabic, Chinese, Japanese, Korean, Russian, Hindi, Urdu, Persian, and Turkish.

6. Program Activities Authorized under the TCT-M Program

Recipients may use federal funds for the activities and expenses outlined in the program statute – sections 6111 – 6116. Applicants are strongly urged to carefully review the content of the statute (Sec. 6114), which sets forth the authorized program activities. These activities are also reflected in the program’s Selection Criteria and may be found on the Web at www.ed.gov/programs/tct.

NOTE: Under Sec. 6114(c)(8), tuition assistance can be provided to students in the TCT-M program, based on need, as appropriate.

Recipients may use federal funds for the activities and expenses outlined in the program statute – sections 6111 – 6116. Overall, required uses of grant funds as addressed in section 6114 include:

- Promote effective teaching skills so that program participants become more effective science, technology, engineering, mathematics, or critical foreign language teachers;
- Prepare teachers to assume leadership roles in their schools such as mentoring, teachers to develop curricula in science, technology, engineering, mathematics, or critical foreign language;
- Use high-quality research, laboratory, or internship experiences that are integrated with coursework;
- Provide student teaching or clinical classroom experience;
- Provide strategies for improving student literacy, if implementing a program in which participants are prepared to teach science, technology, engineering, mathematics, or critical foreign language courses;
- Align the content knowledge in the master’s degree program with challenging student academic achievement standards and challenging academic content standards established by the State in which the program is conducted;
- Encourage participation of individuals who are members of groups underrepresented in teaching of science, technology, engineering, mathematics, or critical foreign languages; members of the Armed Forces transitioning to civilian life; and teachers in schools determined by the partnership to be most in need;
- Offer tuition assistance, based on need, as appropriate;
- Create opportunities for enhanced and ongoing professional development for teachers that improves their science, technology, engineering, mathematics and critical foreign language content knowledge and teaching skills; and
- Evaluate and report on the impact of your TCT-M project.

Applicants are strongly urged to carefully review the content of the statute (Sec. 6114), which sets forth the authorized program activities. These activities are also reflected in the program’s Selection Criteria and may be found on the Web at:
<http://www.ed.gov/programs/tct>.

7. Master’s Program for Current Teachers

The master’s program for current teachers (as described in Sections. 6111(2) and 6114(a)(1)) is expected to be complete in a 2-3 year period, on a part-time basis. This requirement is to ensure teachers keep teaching (at least on a part-time basis) while pursuing graduate school. The master’s degree is to be in a science, technology, engineering, mathematics, or critical foreign language education program rather than in teaching.

8. Master's Program for Professionals

As described in Sec. 6111(3) and Sec. 6114(a)(2), the master's program in teaching for professionals is expected to be completed in one year on a full-time basis. The degree must result in teacher certification. The degree would not be in a science, technology, engineering, mathematics, or a critical foreign language field.

9. Absolute Priority

Projects that propose programs in which the primary focus is on placing participants in high-need local educational agencies.

The Secretary shall reject any application that does not address this priority.

10. Invitational Priorities

Projects that propose to design specialized master's degree programs that enable native speakers of critical foreign languages to become credentialed teachers, or that directly engage native speakers in the preparation of teachers, or programs that are uniquely designed to train science, technology, engineering or mathematics professionals to become credentialed teachers.

Projects that propose to train prospective teachers in psychometrics, including training in developing, interpreting and using assessment results to improve classroom instruction and student achievement, or that provide teachers with experiences in rigorous research.

11. Restriction on the Amount of Indirect Costs that May be Charged to a TCT-M Program Grant

By rule, the Department requires that the maximum indirect cost rate that may be applied to grants with a "supplement not supplant" provision is 8 percent or the recipient's negotiated indirect cost rate (whichever is less). See section 75.563 of Education Department General Administrative Regulations (EDGAR) for information on the negotiated indirect cost rate. EDGAR may be accessed at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

12. Matching Requirement for the TCT-M Grant

Applicants must match TCT-M grant funds at 50 percent of the federal dollar amount awarded. The match may be in cash or in kind, but under no circumstances may it be made with federal funds nor can unrecovered indirect cost be used as match.

Applicants whose approved applications/budgets identified an amount of match that exceeds the statutory minimum for any project period must meet that higher amount.

We will reject your application if you do not include information about your proposed match.

13. Restriction on the Amount of Funding that Can Be Requested in Any Single Budget Period

Awards are limited to no more than \$250,000 in any single budget period for which funding is requested.

We will reject any application that proposes a budget exceeding \$250,000 for any single 12-month budget period over the five-year grant.

14. TCT-M Program's Reporting Requirements

As noted in Sec. 6114(d) of the program statute: Applicants who are awarded grants are required to submit annual performance reports indicating that they have made substantial progress in meeting project goals and objectives, and report other progress in addressing the GPRA indicator and additional performance measures (addressed below).

As required by the statute, recipients of a grant under this program shall evaluate, using measurable objectives and benchmarks, the extent to which the program succeeded in the following:

1. Increasing the number and percentage of science, technology, engineering, mathematics, or critical foreign language teachers who have a master's degree and meet one or more of the following criteria:
 - (a) are teaching in schools determined by the partnership to be "most in need", and taught in such schools prior to participation in the program;
 - (b) are teaching in schools determined by the partnership to be "most in need", and did not teach in such schools prior to participation in the program;
 - (c) are members of a groups underrepresented in the teaching of science, technology, engineering, mathematics, or a critical foreign language.
2. Bringing professionals in science, technology, engineering, mathematics, or a critical foreign language into the field of teaching.
3. Retaining teachers who participate in the program.

Please review carefully the above referenced sections of the statute, which is included in this booklet.

Grant projects must report evidence of sufficient progress toward achieving program goals and annual project objectives to be on track to merit receipt of federal funds for the following year of the grant period. Should the Department determine that a grantee has not made substantial progress, it may withhold any payment to be made for the following year of the grant period and not make any further payment for the remaining years. Or, the Department may decrease the grant award for the following year.

It is the expectation of the Department that grant recipients will seek to continue to collect data on outcomes for student participants in their projects as long as possible, through the end of grant funding and into their teaching careers. Programs such as Teachers for a Competitive Tomorrow have long-term outcomes that extend beyond the life of their grant, and assessment of a program's success may lag behind the timespan of the Department's financial support. The only way to know the actual success or failure of

a project supported by this program is by following participant outcomes and those of the students taught by participants well into their teaching careers.

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the “Dear Applicant” letter and the Notice.

1. Authorization

TITLE VI, Subtitle A, PART I, Sections 6111 - 6116 of the America COMPETES Act of 2007 (20 USC 9811, et seq).

2. Program Regulations

Education Department General Administrative Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, 86, 97, 98, and 99.

3. Estimated Funding And Project Period

Estimated Available Funds for FY 2008:	\$900,000
Estimated Range of Awards:	\$200,000 - \$250,000 per year
Estimated Average Size of Awards:	\$225,000
Estimated Number of Awards:	4
Project Period:	Up to 60 months

The U.S. Department of Education is not bound by these estimates.

4. Applicant Funding

The Department is sometimes unable to award the full amount of funds requested. Applicants should pay close attention to the “Award Information” section of the Federal Register Notice. The Department will not fund any application at an amount exceeding the applicable maximum award level. **The Secretary shall reject any application requesting in excess of \$250,000 in any year budget of period.**

5. Evaluation of Applications for Awards

A three-member panel of non-federal reviewers evaluates each application. Each reviewer assigns points for each selection criterion and prepares evaluation comments.

6. Selection Criteria

The Secretary evaluates an application on the basis of the criteria drawn from Section 6114 of the authorizing statute and from the broad criteria in 34 CFR Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR).

7. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for TCT-M program grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

8. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants.

9. Reasons that the Secretary Shall Reject an Application

Among the reasons that the Secretary shall reject an application are:

- Exceeding the page limits set forth in the Federal Register Notice;
- Submitting after the 4:30 p.m. Washington, DC time on the designated closing date;
- Failing to include information on the proposed match;
- Requesting more than \$250,000 in any budget period for which funding is sought; and/or
- Failing to provide documentation that the partnering LEA meets the "high-need" criteria as defined in the Notice; and/or
- Failing to address the absolute priority.

10. Appendices To Applications

Please limit the appendices to the following:

- Curricula vitae of key personnel
- Position descriptions for positions proposed for the project
- Letters of Support
- Documentation that the partner LEA meets the statutory requirement for a high-need LEA that serves children from low-income families.

NOTE: These appendices must be attached to the "Other Attachments Form" in the Grants.gov application package.

11. Annual Performance Report Requirements

If you receive a FY 2008 award, you will be required to submit annual and final performance reports during the funding cycle using the Department's reporting system. This Web-based system collects narratives and data about funded projects to enable program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. The reporting system will be accessible approximately eight

weeks prior to the report due date. Your program officer will assist you in completing this report.

12. Contact Information

For TCT-M program-related questions and assistance, please contact:

Dr. Steve Sniegowski
Teachers for a Competitive Tomorrow:
U.S. Department of Education
1990 K Street, N.W., Room 7092
Washington, D.C. 20006-8526

Telephone: (202) 502-7686
Fax: (202) 502-7699
E-mail: steve.sniegowski@ed.gov

For Grants.gov-related questions and assistance, please contact:

Support Desk: Grants.gov Support Desk
Telephone: (800) 518-4726
Hours: Monday – Friday, 7:00 A.M. – 9:00 P.M. Eastern Time

U.S. Department of Education

IMPORTANT – PLEASE READ FIRST U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below.

Applicants will no longer need to use the PureEdge software to create or submit an application. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on why an application may be rejected, you can review Application Error Tips <http://www.grants.gov/section910/ApplicationErrorTips.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

If you do not have a Windows operating System, you may need to use the Citrix solution discussed on Grants.gov to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). Also, do not upload any password protected files to your application.

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

GRANTS.GOV REGISTRATION INSTRUCTIONS FOR ORGANIZATIONS

The Grants.gov registration process involves three basic steps:

- (1) Register your organization
 - Obtain a D-U-N-S Number (see below for instructions)
 - Register with the Central Contractor Registry (see below for instructions)
- (2) Register yourself as an Authorized Organization Representative (AOR)
 - Obtain a username and password from the Grants.gov credential provider (<https://apply.grants.gov/OrcRegister>)
 - Register with Grants.gov (<https://apply.grants.gov/GrantsgovRegister>)
- (3) Get authorized as an AOR by your organization
 - Receive approval from your organization's E-Business POC (see CCR instructions below for details)
 - If you are both the E-Business POC and an AOR, you should authorize your own AOR request

For more information, go to http://www.grants.gov/applicants/get_registered.jsp.

Note: If you are a grant applicant who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to <http://www.grants.gov/assets/IndividualRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

D-U-N-S NUMBER INSTRUCTIONS

To successfully submit an application using Grants.gov, you must provide your organization's D-U-N-S Number. A D-U-N-S Number is a unique nine-digit number issued by D&B, a global information services provider, that identifies your organization and is used by the Federal government to track how Federal money is distributed. Most large organizations, libraries, colleges, and research universities already have D-U-N-S numbers. Ask your grant administrator or chief financial officer to provide your organization's D-U-N-S Number.

If your organization does not have a D-U-N-S Number, you can obtain one at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form (http://www.dnb.com/US/duns_update/index.html). You will need to provide the following information:

- Legal name
- Tradestyle, doing business as (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing address (if separate)
- Telephone number
- Contact name
- SIC code (Line of Business)
- Number of employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Obtaining a DUNS Number places your organization on D&B's marketing list, which is sold to other companies. You can request not to be added to this list during your application.

Live help from D&B is available Monday-Friday, 8 a.m. – 5 p.m. (EST) at 1-888-814-1435.

CENTRAL CONTRACTOR REGISTRATION (CCR) INSTRUCTIONS

The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and electronic payment processes. Check to see if your organization is already registered at the CCR website (<http://www.bpn.gov/ccrinq/scripts/search.asp>).

If your organization is already registered, take note of who is listed as your E-Business Point of Contact (E-Business POC). This person will be responsible for authorizing who within your organization is able to submit applications using Grants.gov.

If your organization is not already registered, you can register using the CCR website (<http://bpn.gov/ccr/scripts/indexnew.asp>) or by phone (1-888-227-2423). When your organization registers with CCR, you will need to designate an E-Business Point of Contact (POC). This designee authorizes individuals to submit grant applications on behalf of the organization. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.

The E-Business POC will be notified by e-mail when individuals from their organization register with Grants.gov. This registration is a request to be designated as an Authorized Organization Representative (AOR). To assign AOR rights, E-Business POCs need to log into Grants.gov (http://www.grants.gov/applicants/e_biz.jsp) using the organization's D-U-N-S Number and MPIN. Grants.gov will send the AOR a confirmation e-mail when this process has been completed.

Please note that your CCR registration must be renewed once a year. You can check your registration status using the CCR search page (<http://www.bpn.gov/ccrinq/scripts/search.asp>).

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page (<http://www.ccr.gov/FAQ.asp>) or contact the CCR Help Desk at 1-888-227-2423.

For Grants.gov-related questions and assistance, please contact:

Support Desk: Grants.gov Support Desk

Telephone: (800) 518-4726

Hours: Monday – Friday, 7:00 A.M. – 9:00 P.M. Eastern Time

APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by 4:30 p.m. (Washington, D.C. time) on or before the application deadline date.

If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the “Notice Inviting Applications” that was published in the Federal Register, or visit <http://www.grants.gov>.

Applications Delivered by Mail

You must mail the original and two copies of your application on or before the application deadline date to:

**U.S. Department of Education
Application Control Center
Attention: (CFDA Number – 84.381B)
400 Maryland Avenue, S.W.
Washington, DC 20202 – 4260**

You must show one of the following as proof of mailing:

1. A legibly dated U. S. Postal Service Postmark
2. A legible mail receipt with the date of mailing stamped by the U. S. Postal Service

3. A dated shipping label, invoice, or receipt from a commercial carrier
4. Any other proof of mailing acceptable to the U. S. Secretary of Education

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Services

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to potential disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Delivered by Mail,” then follow the instructions for “Applications Delivered by Hand.”

Applications Delivered by Commercial Carrier:

If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the instructions under the appropriate delivery method.

You must mail the original and two copies of your application on or before the application deadline date to:

**U.S. Department of Education
Application Control Center – Stop 4260
Attention: (CFDA Number - 84.381B)
7100 Old Landover Road
Landover, MD 20785-1506**

Applications Delivered by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date to the following address:

**U.S. Department of Education
Application Control Center
Attention: (CFDA Number - 84.381B)
550 12th Street, SW
Potomac Center Plaza – Room 7067
Washington, D.C. 20202 – 4260**

Application Control Center Hours of Operation

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays.

Grant application Receipt From the Application Control Center

If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you.

If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications

If your application is late, we will notify you that we will not consider the application.

Notification of Award

Applicants will be notified on or around September 10, 2008 whether their application is being funded.

Assurances and Certifications

Applications selected for funding will be required to not just submit assurances and certifications [i.e., Certifications Regarding Lobbying Form; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, Standard Form 424B (Assurances-Non-Construction Programs), and Standard Form LLL (Disclosure of Lobbying Activities)] but sign them as well before an award is made.

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Teachers for a Competitive Tomorrow: Programs for Master's
Degrees in Science, Technology, Engineering, Mathematics or
Critical Foreign Language Education

Notice inviting applications for new awards for fiscal year
(FY) 2008.

Catalog of Federal Domestic Assistance (CFDA) Number:
84.381B.

Dates:

Applications Available: June 6, 2008.

Deadline for Transmittal of Applications: July 8, 2008.

Deadline for Intergovernmental Review: September 19, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the program is to
develop and implement 2- or 3-year part-time master's
degree programs in science, technology, engineering,
mathematics, or critical foreign language education for
teachers in order to enhance the teachers' content
knowledge and pedagogical skills; and to develop programs

for professionals in science, technology, engineering, mathematics, or critical foreign language that lead to a master's degree in teaching that results in teacher certification.

Priorities: We are establishing this priority for the FY 2008 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition, in accordance with section 437(d)(1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1).

Absolute Priority: This priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Projects whose primary focus is on placing participants in high-need local educational agencies (LEAs). The definition of high-need LEA can be found in 20 U.S.C. 9812(3), and is described below.

Invitational Priorities:

Under this competition we are particularly interested in applications that address the following priorities.

For FY 2008 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are invitational priorities.

Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1

Projects that propose to design specialized master's degree programs that enable native speakers of critical foreign languages to become credentialed teachers, or that directly engage native speakers in the preparation of teachers, or programs that are uniquely designed to train science, technology, engineering, or mathematics professionals to become credentialed teachers.

Invitational Priority 2

Projects that propose to train prospective teachers in psychometrics, including training in developing, interpreting and using assessment results to improve classroom instruction and student achievement, or that provide teachers with experiences in rigorous research.

Definition

For purposes of this competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition, critical foreign languages are defined as Arabic, Chinese, Japanese, Korean, Russian, Hindi, Urdu, Persian, and Turkish.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities and definitions. Section 437(d)(1) of GEPA, however, allows the Secretary to exempt from rulemaking requirements, regulations governing the first grant competition under a new or substantially revised program authority. This is the first grant competition for this program under 20 U.S.C. 9811, et seq. and therefore qualifies for this exemption. In order to ensure timely grant awards, the Secretary has decided to forego public comment on the absolute priority and the definition of critical foreign languages under section 437(d)(1) of GEPA. This absolute priority and definition will apply to the FY 2008 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition.

Program Authority: 20 U.S.C. 9811, et seq.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 85, 86, 97, 98, and 99.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$900,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2009 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$200,000-\$250,000.

Estimated Average Size of Awards: \$225,000.

Maximum Award: We will reject any application that proposes a budget exceeding \$250,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 4.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: An institution of higher education on behalf of a department of science, technology, engineering, mathematics, or a critical foreign language, or on behalf of a department or school with a competency-based degree program (in science, technology, engineering, mathematics, or a critical foreign language) that includes

teacher certification. Eligible applicants must enter into a partnership that shall include:

- i. An eligible applicant;
- ii. (a) A department within the eligible applicant that provides a program of study in science, technology, engineering, mathematics, or a critical foreign language; and (b) A school, department, or program of education within the eligible applicant, or a two-year institution of higher education that has a teacher preparation offering or a dual enrollment program with the eligible applicant; or
- iii. A department or school within the eligible applicant with a competency-based degree program (in science, technology, engineering, mathematics, or a critical foreign language) that includes teacher certification; and
- iv. Not less than one high-need LEA and a public school or a consortium of public schools served by the agency.

A partnership may include a nonprofit organization that has a demonstrated record of providing expertise or support to meet the purposes of this initiative.

2 a. Cost Sharing or Matching: Under 20 U.S.C. 9815(b), each grant recipient must provide, from non-Federal sources, an amount equal to 50 percent of the

amount of the grant to carry out the activities supported by the grant.

b. Supplement-Not-Supplant: Under 20 U.S.C. 9815(c), grant funds provided under this program must be used to supplement, and not supplant, other Federal or State funds.

3. Other: Definition of "high-need LEA" and other eligibility information. An eligible applicant must propose a project performed by a partnership that includes one or more "high-need LEAs." As defined in 20 U.S.C. 9812(3), the term "high-need LEA" is an LEA--

(A)(1) That serves not fewer than 10,000 children from low-income families, or (2) for which not less than 20 percent of the children served by the LEA are from low-income families, or (3) with a total of less than 600 students in average daily attendance at the schools that are served by the agency and all of whose schools are designated with a school locale code of 41, 42, or 43, as determined by the Secretary; and

(B)(1) for which there is a high percentage of teachers providing instruction in academic subject areas or grade levels for which the teachers are not highly qualified; or (2) for which there is a high teacher turnover rate or a high percentage of teachers with emergency, provisional, or temporary certification or licensure.

So that the Department may be able to confirm the eligibility of the LEAs participating in the project, applicants are expected to include information in their applications that demonstrates that each participating LEA in the partnership is a high-need LEA, as defined in 20 U.S.C. 9812(3). Generally, this information should be based on the most recent available data on the number of children from low-income families that the LEA serves. Under components (A)(1) and (A)(2) of the statutory definition of high-need LEA, an LEA must show that it serves not fewer than 10,000 children from low-income families or that not less than 20 percent of the children served by the agency are children from low-income families. Under 20 U.S.C 9812(1), the term "children from low-income families" means children described in section 1124(c)(1)(A) of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. 6333(c)(1)(A). The eligibility of an LEA as a "high-need LEA" under component (A)(1) or (A)(2) will be determined on the basis of the most recent U.S. Census Bureau data. U.S. Census Bureau data are available for all school districts with geographic boundaries that existed when the U.S. Census Bureau collected its information. The link to the census data is:

<http://www.census.gov/hhes/www/saipe/district.html>. The

Department also makes these data available at its Web site at: <http://www.ed.gov/programs/lsl/eligibility.html>.

Some LEAs, such as newly formed school districts or charter schools in States that accord them LEA status, are not included in Census Bureau poverty data. Eligibility of these particular LEAs will be determined on a case-by-case basis after review of information in the application that addresses, as well as possible, the number or percentage of children from low-income families these LEAs serve.

The school locale codes referenced in component (A)(3) of the definition of "high-need LEA" are part of a classification system designed to describe a geographic area in which a school is located. Locale codes 41, 42, and 43 relate to rural areas. General information regarding the locale classification system and information regarding the locale codes for specific LEAs is available on the National Center for Education Statistics (NCES) Web site at: http://nces.ed.gov/ccd/rural_locales.asp

With regard to component (B)(1) of the definition of "high-need LEA," for purposes of this program, an LEA has "a high percentage of teachers providing instruction in the academic subject areas or grade levels for which the teachers are not highly qualified" if the percentage of its classes taught by teachers who are not highly qualified

exceeds the percentage for the State. The Department expects that LEAs that rely on component (B)(1) of the definition will demonstrate their eligibility with information regarding the percentage of teachers providing instruction in the academic subject areas or grade levels for which the teachers are not highly qualified in the LEA and the State.

For component (B)(2) of the definition of "high-need LEA," the data that LEAs likely will find most readily available on the percentage of teachers with emergency, provisional, or temporary certification or licensing are the data they provide to their States for inclusion in the reports on the quality of teacher preparation that the States provide to the Department in October of each year as required by Section 207 of the Higher Education Act of 1965, as amended (HEA). In these reports, States provide the percentage of teachers in their LEAs teaching on waivers of State certification, both on a statewide basis and in high-poverty LEAs. The "provisional" HEA Title II accountability data for the national percentage of teachers on waivers to full State certification is 1.5 percent for the 2006-2007 reporting year.

Because the Department is in the process of certifying all data received in the October 2007 State HEA Section 207

reports, the data in these reports, including the national average of teachers on waivers of State certification, are still provisional. However, to provide adequate time for the preparation and review of project applications and award of new grants, the Department will use the 1.5 percent national average for the purpose of this competition. Accordingly, an LEA will be considered to have met component (B)(2) of the definition if the data that it provided to the State for the purpose of the State's October 2007 HEA Section 207 report demonstrate that at least 1.5 percent of its teachers were on waivers of State certification requirements.

Consistent with the methodology the Department uses in the Transition to Teaching Program, in which participating LEAs were required to be "high-need LEAs" (as defined in Section 2102(3) of the ESEA), the Department will determine that an LEA with over 1.5 percent of its teachers having emergency, provisional, or temporary certification or licensing (i.e., teachers on waivers), as reflected in data the State uses to compile its October 2007 State report, has a "high percentage" of its teachers in this category. We expect that an LEA that chooses not to rely on the data provided to the State for purposes of October 2007 reporting required by Section 207 of the HEA will provide

other evidence that demonstrates that it meets the eligibility requirement under component (B)(2) of the statutory definition of "high-need LEA." Moreover, should an LEA with a percentage of teachers on waivers of less than 1.5 percent believe it, too, has a "high percentage" of its teachers with emergency, provisional, or temporary certification or licensing, the Department will determine whether that LEA meets element (B)(2) of the definition of high-need LEA on a case-by-case basis.

Under element (B)(2), an LEA may also demonstrate that it is "high-need" by demonstrating that it has a high teacher turnover rate. For this program, we adopt the standard used in the Teacher Quality Enhancement Grants Program, under which the Department considers "high teacher turnover" to be an attrition rate among classroom teachers of 15 percent or more over the last three school years. See 34 C.F.R. 611.1 (definition of "high-need local educational agency"). This standard is consistent with Department data that indicates that 16 percent of teachers teaching during the 2003-04 school year did not return to teach in the same school the following school year. See Marvel, J., Lyter, D.M., Peltola, P., Strizek, G.A., and Morton, B.A. (2006). Teacher Attrition and

Mobility: Results from the 2004-05 Teacher Follow-up Survey (NCES 2007-307). U.S. Department of Education, National Center for Education Statistics. Washington, DC: U.S. Government Printing Office.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet by downloading the package at <http://www.Grants.gov>

You also may obtain a copy of the application package at the following address: Brenda Shade, Teachers for a Competitive Tomorrow Program—Master's Degrees, U.S. Department of Education, 1990 K Street, NW., room 7090, Washington, DC 20006-8513. Telephone: (202) 502-7773. Email address: Brenda.Shade@ed.gov

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll-free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to the equivalent of no more than 50 pages; using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications, or the one-page abstract.

We will reject your application if you exceed the page limit.

3. Submission Dates and Times:

Applications Available: June 6, 2008.

Deadline for Transmittal of Applications: July 8, 2008.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or

auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: September 19, 2008.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section in this notice.

6. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Teachers for a Competitive Tomorrow: Programs for Master's Degrees in Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education, CFDA Number 84.381B must be submitted electronically using the Government wide Grants.gov Apply site at <http://www.Grants.gov> Through

this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for Teachers for a Competitive Tomorrow: Programs for Master's Degrees in Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education, at <http://www.Grants.gov> You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.381, not 84.381B).

Please note the following:

- When you enter the Grants.gov site, you will find

information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is date and time stamped--by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education

Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at [\[Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf\]\(http://Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf\)](http://e-</p></div><div data-bbox=)

- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see http://www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to

update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.
- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).
- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC

time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII in this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days) or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Brenda Shade, U.S. Department of Education, 1990 K Street, NW., room 7090, Washington, DC 20006-8526. FAX: (202) 502-7699.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.381B)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center, Stop 4260
Attention: (CFDA Number 84.381B)
7100 Old Landover Road
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.381B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days

from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

Selection Criteria: The selection criteria for this program are from section 6114 of the America COMPETES Act, 20 U.S.C. 9813 and from 34 CFR 75.210 of EDGAR and are listed in the application package.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notice (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates your

approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please review section 6113(e) of the America COMPETES Act, 20 U.S.C. 9813(e), and go to:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

4. Performance Measures: The objective of Teachers for a Competitive Tomorrow: Programs for Master's Degrees in Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education is to train program participants as highly qualified teachers in these subject areas and to place them in high-need LEAs. Under the Government Performance and Results Act (GPRA), the following measures will be used by the Department in assessing the performance of the program.

(1) The percentage of program participants who earn a Master's degree and certification or licensure in a science, technology, engineering, mathematics, or critical foreign language area (includes previously licensed teachers who receive a Master's degree).

(2) The percentage of program participants who become or remain a teacher of record in a science, technology, engineering, mathematics, or critical foreign language area in a high-need school.

(3) The percentage of program participants who remain teaching in the science, technology, engineering, mathematics/critical foreign language area in a high-need school for two or more years.

(4) The cost per program participant who remains in teaching in the science, technology, engineering, mathematics/ critical foreign language area in a high-need school for two or more years.

If funded, you will be asked to collect and report data on these measures in your project's annual performance report (EDGAR, 34 CFR 75.590). Applicants are also advised to consider these measures in conceptualizing the design, implementation, and evaluation of their proposed projects because of their importance in the application review process. Collection of data on these measures should be a

part of the evaluation plan, along with measures of progress on goals and objectives that are specific to your project.

VII. Agency Contact

For Further Information Contact: Brenda Shade, Teachers for a Competitive Tomorrow Master's Degree Program, U.S. Department of Education, 1990 K Street, NW., room 7090, Washington, DC 20006-8526. Telephone: (202) 502-7773.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII in this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about

using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

 /signed/
Diane Auer Jones,
Assistant Secretary
for Postsecondary Education.

AUTHORIZING LEGISLATION

PUBLIC LAW 110-69 – AMERICA COMPETES ACT OF 2007

TITLE VI—EDUCATION

Subtitle A—Teacher Assistance

PART I—TEACHERS FOR A COMPETITIVE TOMORROW

SEC. 6111. PURPOSE.

The purpose of this part is—

(1) to develop and implement programs to provide integrated courses of study in science, technology, engineering, mathematics, or critical foreign languages, and teacher education, that lead to a baccalaureate degree in science, technology, engineering, mathematics, or a critical foreign language, with concurrent teacher certification;

(2) to develop and implement 2- or 3-year part-time master’s degree programs in science, technology, engineering, mathematics, or critical foreign language education for teachers in order to enhance the teachers’ content knowledge and pedagogical skills; and

(3) to develop programs for professionals in science, technology, engineering, mathematics, or critical foreign language education that lead to a master’s degree in teaching that results in teacher certification.

SEC. 6112. DEFINITIONS.

In this part:

(1) **CHILDREN FROM LOW-INCOME FAMILIES.**—The term “children from low-income families” means children described in section 1124(c)(1)(A) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6333(c)(1)(A)).

(2) **ELIGIBLE RECIPIENT.**—The term “eligible recipient” means an institution of higher education that receives grant funds under this part on behalf of a department of science, technology, engineering, mathematics, or a critical foreign language, or on behalf of a department or school with a competency-based degree program (in science, technology, engineering, mathematics, or a critical foreign language) that includes teacher certification, for use in carrying out activities assisted under this part.

(3) **HIGH-NEED LOCAL EDUCATIONAL AGENCY.**—The term “high-need local educational agency” means a local educational agency or educational service agency—
(A)(i) that serves not fewer than 10,000 children from low-income families;
(ii) for which not less than 20 percent of the children served by the agency are children from low-income families;
or
(iii) with a total of less than 600 students in average daily attendance at the schools

- that are served by the agency and all of whose schools are designated with a school locale code of 41, 42, or 43, as determined by the Secretary; and
- (B)(i) for which there is a high percentage of teachers providing instruction in academic subject areas or grade levels for which the teachers are not highly qualified; or
- (ii) for which there is a high teacher turnover rate or a high percentage of teachers with emergency, provisional, or temporary certification or licensure.

(4) **HIGHLY QUALIFIED.**—The term “highly qualified” has the meaning given such term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801) and, with respect to special education teachers, in section 602 of the Individuals with Disabilities Education Act (20 U.S.C.1401).

(5) **PARTNERSHIP.**—The term “partnership” means a partnership that—

(A) shall include—

(i) an eligible recipient;

(a) a department within the eligible recipient that provides a program of study in science, technology, engineering, mathematics, or a critical foreign language; and

(b) a school, department, or program of education within the eligible recipient, or a 2-year institution of higher education that has a teacher preparation offering or a dual enrollment program with the eligible recipient; or

(ii)

a department or school within the eligible recipient with a competency-based degree program (in science, technology, engineering, mathematics, or a critical foreign language) that includes teacher certification; and

(iii) not less than 1 high-need local educational agency and a public school or a consortium of public schools served by the agency; and

(B) may include a nonprofit organization that has a demonstrated record of providing expertise or support to meet the purposes of this part.

(6) **TEACHING SKILLS.**—The term “teaching skills” means the ability to—

(A) increase student achievement and learning and increase a student’s ability to apply knowledge;

(B) effectively convey and explain academic subject matter;

(C) employ strategies grounded in the disciplines of teaching and learning that—

(i) are based on scientifically valid research;

(ii) are specific to academic subject matter; and

(iii) focus on the identification of students’ specific learning needs, particularly students with disabilities, students who are limited English proficient, students who are gifted and talented, and students with low literacy levels, and the tailoring of academic instruction to such needs;

- (D) conduct ongoing assessment of student learning;
- (E) effectively manage a classroom; and
- (F) communicate and work with parents and guardians, and involve parents and guardians in their children’s education.

SEC. 6113. PROGRAMS FOR BACCALAUREATE DEGREES IN SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS, OR CRITICAL FOREIGN LANGUAGES, WITH CONCURRENT TEACHER CERTIFICATION.

(Not Applicable to this competition)

SEC. 6114. PROGRAMS FOR MASTER’S DEGREES IN SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS, OR CRITICAL FOREIGN LANGUAGE EDUCATION.

(a) PROGRAM AUTHORIZED.—From the amounts made available to carry out this section under section 6116(2) and not reserved under section 6115(d) for a fiscal year, the Secretary is authorized to award grants, on a competitive basis, to eligible recipients to enable the partnerships served by the eligible recipients to develop and implement—

- (1) 2- or 3-year part-time master’s degree programs in science, technology, engineering, mathematics, or critical foreign language education for teachers in order to enhance the teacher’s content knowledge and teaching skills; or
- (2) programs for professionals in science, technology, engineering, mathematics, or a critical foreign language that lead to a 1-year master’s degree in teaching that results in teacher certification.

(b) APPLICATION.—Each eligible recipient desiring a grant under this section shall submit an application to the Secretary at such time and in such manner as the Secretary may require. Each application shall describe—

- (1) how a department of science, technology, engineering, mathematics, or a critical foreign language will ensure significant collaboration with a school, department, or program of education in the development of the master’s degree programs authorized under subsection (a), or how a department or school with a competency-based degree program has ensured, in the development of a master’s degree program, the provision of rigorous studies in science, technology, engineering, mathematics, or a critical foreign language that enhance the teachers’ content knowledge and teaching skills;
- (2) the role of the local educational agency in the partnership in developing and administering the program and how feedback from the local educational agency, school, and participants will be used to improve the program;

(3) how the program will help increase the percentage of highly qualified mathematics, science, or critical foreign language teachers, including increasing the percentage of such teachers teaching in schools determined by the partnership to be most in need;

(4) how the program will—

(A) improve student academic achievement in mathematics, science, and, where applicable, technology and engineering and increase the number of students taking upper-level courses in such subjects; or

(B) increase the numbers of elementary school and secondary school students enrolled and continuing in critical foreign language courses;

(5) how the program will prepare participants to become more effective science, technology, engineering, mathematics, or critical foreign language teachers;

(6) how the program will prepare participants to assume leadership roles in their schools;

(7) how teachers (or science, technology, engineering, mathematics, or critical foreign language professionals) who are members of groups that are underrepresented in the teaching of science, technology, engineering, mathematics, or critical foreign languages and teachers from schools determined by the partnership to be most in need will be encouraged to apply for and participate in the program;

(8) the ongoing activities and services that will be provided to graduates of the program;

(9) how the partnership will continue the activities assisted under the grant when the grant period ends;

(10) how the partnership will assess, during the program, the content knowledge and teaching skills of the program participants; and

(11) methods to ensure applicants to the master's degree program for professionals in science, technology, engineering, mathematics, or a critical foreign language demonstrate advanced knowledge in the relevant subject.

(c) **AUTHORIZED ACTIVITIES.**—Each eligible recipient receiving a grant under this section shall use the grant funds to develop and implement a 2- or 3-year part-time master's degree program in science, technology, engineering, mathematics, or critical foreign language education for teachers in order to enhance the teachers' content knowledge and teaching skills, or programs for professionals in science, technology, engineering, mathematics, or a critical foreign language that lead to a 1-year master's degree in teaching that results in teacher certification. The program shall—

(1) promote effective teaching skills so that program participants become more effective science, technology, engineering, mathematics, or critical foreign language teachers;

- (2) prepare teachers to assume leadership roles in their schools by participating in activities such as teacher mentoring, development of curricula that integrate state of the art applications of science, technology, engineering, mathematics, or critical foreign language into the classroom, working with school administrators in establishing in-service professional development of teachers, and assisting in evaluating data and assessments to improve student academic achievement;
 - (3) use high-quality research, laboratory, or internship experiences for program participants that are integrated with coursework;
 - (4) provide student teaching or clinical classroom experience;
 - (5) if implementing a program in which participants are prepared to teach science, technology, engineering, mathematics, or critical foreign language courses, provide strategies for improving student literacy;
 - (6) align the content knowledge in the master's degree program with challenging student academic achievement standards and challenging academic content standards established by the State in which the program is conducted;
 - (7) encourage the participation of—
 - (A) individuals who are members of groups that are underrepresented in the teaching of science, technology, engineering, mathematics, or critical foreign languages;
 - (B) members of the Armed Forces who are transitioning to civilian life; and
 - (C) teachers teaching in schools determined by the partnership to be most in need;
 - (8) offer tuition assistance, based on need, as appropriate;
 - (9) create opportunities for enhanced and ongoing professional development for teachers that improves the science, technology, engineering, mathematics, and critical foreign language content knowledge and teaching skills of such teachers; and
 - (10) evaluate and report on the impact of the program, in accordance with subsection (d).
- (d) **EVALUATION AND REPORT.**—Each eligible recipient receiving a grant under this section shall evaluate, using measurable objectives and benchmarks, and provide an annual report to the Secretary regarding, the extent to which the program assisted under this section succeeded in the following:
- (1) Increasing the number and percentage of science, technology, engineering, mathematics, or critical foreign language teachers who have a master's degree and meet 1 or more of the following requirements:
 - (A) Are teaching in schools determined by the partnership to be most in need, and taught in such schools prior to participation in the program.

(B) Are teaching in schools determined by the partnership to be most in need, and did not teach in such schools prior to participation in the program.

(C) Are members of a group underrepresented in the teaching of science, technology, engineering, mathematics, or a critical foreign language.

(2) Bringing professionals in science, technology, engineering, mathematics, or a critical foreign language into the field of teaching.

(3) Retaining teachers who participate in the program.

SEC. 6115. GENERAL PROVISIONS.

(a) DURATION OF GRANTS.—The Secretary shall award each grant under this part for a period of not more than 5 years.

(b) MATCHING REQUIREMENT.—Each eligible recipient that receives a grant under this part shall provide, from non-Federal sources, an amount equal to 50 percent of the amount of the grant (which may be provided in cash or in kind) to carry out the activities supported by the grant.

(c) SUPPLEMENT, NOT SUPPLANT.—Grant funds provided under this part shall be used to supplement, and not supplant, other Federal or State funds.

(d) EVALUATION.—From amounts made available for any fiscal year under section 6116, the Secretary shall reserve such sums as may be necessary—

(1) to provide for the conduct of an annual independent evaluation, by grant or by contract, of the activities assisted under this part, which shall include an assessment of the impact of the activities on student academic achievement; and

(2) to prepare and submit an annual report on the results of the evaluation described in paragraph (1) to the Committee on Health, Education, Labor, and Pensions of the Senate, the Committee on Education and Labor of the House of Representatives, and the Committees on Appropriations of the Senate and House of Representatives.

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. You can find a list of the Single Point of Contact for each State at <http://www.whitehouse.gov/omb/grants/spoc.html>.

GENERAL EDUCATION PROVISIONS ACT (GEPA) SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age*.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

NOTES:

- **Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**
- **Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.**

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for **2007-2012**. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Improve Student Achievement, With a Focus on Bringing All Students To Grade Level in Reading and Mathematics by 2014.
- Goal 2: Increase the Academic Achievement of All High School Students.
- Goal 3: Ensure the Accessibility, Affordability, and Accountability of Higher Education, and Better Prepare Students and Adults for Employment and Future Learning.

What are the Performance Indicators for the Teachers for a Competitive Tomorrow: Programs for Master's Degrees in Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education (TCT-M program)?

The TCT-M Program is part of the Department's plan for meeting Goals 2 and 3: "Increase the Academic Achievement of All High School Students" and "...Better Prepare Students and Adults for Employment and Future Learning."

Among the Department's objectives for Goal 2 is that we "promote advanced proficiency in science and mathematics for all students" and that we "increase proficiency in critical-need foreign languages." Among the Department's objectives for Goal 3 is to "increase success in and completion of quality postsecondary education;" among the

implementation strategies for this objective is to “prepare more graduates for employment in areas of vital interest to the United States, especially in critical-need languages, mathematics, and the sciences.”

The Department’s specific goal for the TCT-M Program “is to place program completers in high-need local educational agencies.” The performance indicators are as follows:

1. The percentage of program participants who earn a Master's degree and certification or licensure in a science, technology, engineering, mathematics, or critical foreign language area (includes previously licensed teachers who receive a Master’s degree).
2. The percentage of program participants who become or remain a teacher of record in a science, technology, engineering, mathematics, or critical foreign language area in a high-need school.
3. The percentage of program participants who remain teaching in the science, technology, engineering, mathematics/ critical foreign language area in a high-need school for two or more years.
4. The cost per program participant who remains in teaching in the science, technology, engineering, mathematics/ critical foreign language area in a high-need school for two or more years.

How does the Department of Education determine whether performance goals have been met?

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met.

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

Teachers for a Competitive Tomorrow: Programs for Master's Degrees in Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

Part I: 424 Forms

Application for Federal Assistance – (SF424)
Department of Education Supplemental Information Form for SF424

***Notes:**

- Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of the Grants.gov application package.
- Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

Part II ED 524 Forms

Department of Education Budget Summary Form (ED 524)
Sections A & B
(Section C-Budget Narrative should be included in the Budget Narrative Attachment Form, located in Part III)

Part III: Attachments

ED Abstract Form
Project Narrative Attachment Form
Budget Narrative Attachment Form
Other Attachments Form

The Department of Education Abstract Form is where you attach your project abstract.

The Project Narrative Attachment Form is where you address the selection criteria that reviewers use to evaluate your application. As a guide for reviewers, applicants are encouraged to label each section in the narrative by its associated criterion. **You must limit the project narrative to no more than 50 double-spaced pages. Applications that exceed this page limit will not be considered for funding and will be returned to the applicant.** A page is 8.5 inches by 11 inches, on one side only, with 1-inch margins at the top, bottom, and both sides. Double space all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs. Use a font that is 12 point or larger.

You must use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font, (including Times Roman and Arial Narrow) will not be accepted. The page limits do not apply to the Budget Summary Form and Narrative, the one-page abstract, other application forms attached in the “Other Attachments Form” section, or the assurances and certifications. We will reject your application if you do not apply these standards and exceed the page limit.

The Budget Narrative Attachment Form is where you describe your proposed multiyear project activities and present a multiyear budget. Section 75.112(b) of the Education Department General Administrative Regulations (EDGAR) requires that applications include “a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each objective of the project.” In addition, projects must complete form SF-524A and SF 524-B for all budget years of the proposed project, and you must include proposed annual spending for cost share/match for each project year. Further instructions are available in the budget form found in this package.

The match on TCT-M grants is 50 percent of the federal award. **Applications that do not include a proposed cost share budget and narrative will be rejected.**

The indirect cost rate on TCT-M awards is limited to eight percent or to the applicant’s negotiated rate, whichever is lower. In addition, applicants should submit proof of their negotiated indirect cost rate with the federal government.

Please note there is no specific form or format for the Detailed Budget Narrative, but this information has to be saved as a Microsoft Word document, per instructions above, and attached (separate files) to the “Budget Narrative Attachment Form” in the Grants.gov system.

The Other Attachments Form is where you attach curricula vitae of key personnel, position descriptions for proposed project personnel, letters of support, and documentation that your LEA meets the criteria for a “high-need” LEA (that serves children from low-income families) as defined in the statute. All attachments must be in .DOC, .RTF, or .PDF format. Other types of files will not be accepted.

Part IV: Assurances, Certifications, and Survey Forms

- GEPA Section 427 Requirement
- Assurances – Non-Construction Programs (SF 424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Survey on Ensuring Equal Opportunity for Applicants
- Grants.gov Lobbying Form (formerly ED Form 80-0013)

INSTRUCTIONS FOR THE PROJECT NARRATIVE

Before preparing the program narrative, applicants should review the Dear Applicant Letter, the Federal Register notice (Notice), Competition Highlights, and program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in this package. The page limit for the project narrative is 50 pages, double-spaced.

The application narrative addresses the selection criteria that reviewers will use to evaluate your application. It is expected that applicants will use the selection criteria to frame their project narratives.

Formatting

A “page” is “8.5x11”, on one side only, with 1” margins at the top, bottom, and both sides. Page numbers and an identifier may be within 1” margin. Double-space all text in the application narrative, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions must be double spaced.

Applicants may use one of the following fonts: *Times New Roman*, *Courier*, *Courier New* or *Arial*, only. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

SELECTION CRITERIA

The Secretary evaluates an application on the basis of criteria drawn from Section 6114 of the authorizing statute and from 34 CFR Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR).

The selection criteria outlined below will be used to evaluate the quality of applications submitted for funding. Within each criterion, there are specific factors that will be used in evaluating the criterion.

The maximum score that an applicant can earn for the selection criteria is **110** points. The maximum score for each criterion is indicated in parenthesis following that criterion.

Quality of Project Design	(35)
Quality of Program Design	(25)
Quality of Project Personnel	(10)
Adequacy of Resources	(10)
Quality of the Management Plan	(5)
Quality of Project Evaluation	(25)

I. QUALITY OF THE PROJECT DESIGN (35 Points)

The Secretary considers the quality of the design of the proposed project. In considering the quality of the project design the Secretary considers the extent to which the project design describes—

A. How a department of science, technology, engineering, mathematics, or a critical foreign language will ensure significant collaboration with a school, department, or program of education in the development of the master's degree program; **or**

How a department or school with a competency-based degree program has ensured, in the development of a master's degree program, the provision of rigorous studies in science, technology, engineering, mathematics, or a critical foreign language that enhance the teachers' content knowledge and teaching skills. **(7 points)**

B. The role of the local educational agency in the partnership in developing and administering the program and how feedback from the local educational agency, school, and participants will be used to improve the program. **(4 points)**

C. How the program will help increase the percentage of highly qualified mathematics, science, or critical foreign language teachers, including increasing the percentage of such teachers teaching in schools determined by the partnership to be most in need. **(4 points)**

D. How the program will improve student academic achievement in mathematics, science, and, where applicable, technology and engineering and increase the number of students taking upper-level courses in such subjects; **or**

How the program will increase the numbers of elementary school and secondary school students enrolled and continuing in critical foreign language courses. **(4 points)**

E. How the program will prepare participants to become more effective science, technology, engineering, mathematics, or critical foreign language teachers. **(4 points)**

F. How the program will encourage the participation of:

- (a) individuals who are members of groups that are underrepresented in the teaching of science, technology, engineering, mathematics, or critical foreign languages;
- (b) members of the Armed Forces who are transitioning to civilian life; **and**
- (c) teachers teaching in schools determined by the partnership to be most in need. **(4 points)**

G. How the partnership will continue the activities assisted under the grant when the grant period ends. **(4 points)**

H. How the partnership will assess, during the program, the content knowledge and teaching skills of the program participants. **(4 points)**

II. QUALITY OF THE PROGRAM DESIGN (25 Points)

The Secretary considers the quality of the program design of the proposed project. In determining the quality of the program design the Secretary considers the extent to which the program design shall—

- A. Promote effective teaching skills so that program participants become more effective science, technology, engineering, mathematics, or critical foreign language teachers. **(7 points)**
- B. Align the content knowledge in the master’s degree program with challenging student academic achievement standards and challenging academic content standards established by the State in which the program is conducted. **(6 points)**
- C. Prepare teachers to assume leadership roles in their schools. **(3 points)**
- D. Use high-quality research, laboratory, or internship experiences for program participants that are integrated with coursework. **(3 points)**
- E. Provide student teaching or clinical classroom experience. **(3 points)**
- F. Provide ongoing activities and services to graduates of the program. **(3 points)**

III. QUALITY OF PROJECT PERSONNEL (10 points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers—

- A. The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. **(3 points)**
- B. The qualifications, including relevant training and experience, of the project director or principal investigator. **(4 points)**
- C. The qualifications, including relevant training and experience, of key project personnel. **(3 points)**

IV. ADEQUACY OF RESOURCES (10 points)

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project the Secretary considers the following factors—

A. The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. **(3 points)**

B. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. **(7 points)**

V. QUALITY OF THE MANAGEMENT PLAN (5 points)

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors—

A. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. **(3 points)**

B. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. **(2 points)**

VI. QUALITY OF THE PROJECT EVALUATION (25 Points)

The Secretary considers the quality of evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors—

A. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. **(13 points)**

B. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. **(12 points)**

VII. ABSOLUTE PRIORITY (No Points)

Priority shall be given to applications whose primary focus is on placing participants in high-need local educational agencies.

Applicants should discuss how they will address this priority. While no points will be awarded, applications that fail to address this priority shall be rejected.

110 POINTS TOTAL

PROJECT EVALUATION

Applicants are required to address the evaluation component in the selection criteria. If a grant is awarded, grantees are required to carry out the evaluation activities as described in their funded grant.

Project evaluation should be used, as appropriate, to shape the development of the project from the beginning of the grant period. Project evaluation should include baseline data and benchmarks to monitor progress toward meeting specific project objectives based on this program's performance indicators. Specifically, project evaluation should include the identification of the individual or organization that has agreed to serve as evaluator for the project and describe the qualifications of the evaluator.

In this application, be sure to describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports and outcomes will be available; and (7) how you will use the information collected through your project evaluation to monitor the progress of your project (if funded). If funded, applicants are encouraged to devote an appropriate level of resources to project evaluation. The use of an outside evaluator is encouraged but not required.

Applicants should be certain to illustrate how they will collect the data required by the statute's reporting requirements.

INSTRUCTIONS FOR STANDARD FORMS

- Application for Federal Education Assistance (SF 424)
- Supplemental 424 Instructions
- ED Form 524 –Budget Information, Non-Construction Programs
- ED Form 524—Instructions
- Assurance, Non-Construction Programs
- Disclosure of Lobbying Activities (SF-LLL)
- Survey on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.		
5b	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		

	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.																								
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.																								
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State																								
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).																										
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.																								
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.																										
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																								
	<table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td>B. County Government</td> <td>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Private Institution of Higher Education</td> </tr> <tr> <td>D. Special District Government</td> <td>P. Individual</td> </tr> <tr> <td>E. Regional Organization</td> <td>Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>F. U.S. Territory or Possession</td> <td>R. Small Business</td> </tr> <tr> <td>G. Independent School District</td> <td>S. Hispanic-serving Institution</td> </tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td> <td>T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td> <td>U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td>V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td> <td>W. Non-domestic (non-US) Entity</td> </tr> <tr> <td>L. Public/Indian Housing Authority</td> <td>X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

3. Human Subjects Research. (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

If Not Human Subjects Research. Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

Paperwork Burden Statement.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education,

Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.

DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” (1) *If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met.* (2) *If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt

under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) Human Subjects Involvement and Characteristics:

Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of

any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education’s Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education’s Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>

NOTE: The State Applicant Identifier on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

INSTRUCTIONS FOR ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions,
if attached

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at:
<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.
You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.
4. Provide other explanations or comments you deem necessary.

INSTRUCTIONS FOR BUDGET SUMMARY FORM AND ITEMIZED LINE ITEM BUDGET

NOTE: Applicants to this program must submit (1) a budget information form to categorize requested funds (ED Form 524, Section A & B), **and** (2) a detailed line item budget with narrative justification.

The Budget Summary is to be included on the “Budget Information- Non-Construction Program” (ED Form 524). The applicant must complete both Sections A & B.

Both the detailed line item budget AND the accompanying budget narrative for each year funding being requested should be included in “Budget Narrative Attachment Form”, which requests information on the applicant’s financial plan for carrying out the project.

For each line item, provide detailed costs and narrative justification to support your request. Please check all figures and combined totals and compare the line item budget figures to those on the ED Form 524 for both Sections A & B.

Among the costs that may be supported with grant funds are:

Personnel: Enter only the project personnel salaries and wages for project personnel whose salaries and wages are being funded via this grant. The budget should include the total commitment of time and the total salary to be charged to the project for each key staff person. A breakdown of project personnel should include: position titles, specific time commitments to project for each staff person in days/months or in percentage, and other relevant information.

Fringe Benefits: Enter the amount of fringe benefits. The project’s normal fringe benefit contribution may be charged to the project. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the project’s normal fringe benefit contribution exceeds 20 percent of salaries.

Travel: Provide the travel costs for project personnel. Indicate the title and number of project personnel (one or two project persons per trip) their destination, title of project related conference and/or workshop, brief statement describing long term benefit travel will have on project and a breakdown of travel costs. Transportation costs should not exceed economy airfare.

Equipment: Provide the cost for project related property charged to the grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies: Include materials necessary for conducting, developing, or implementing the project, such as conference materials, general office supplies, and equipment that is less than \$5000 per unit.

Contractual: Enter the amount of approved contractual expenses that may be charged to the grant project. Provide as much detail as possible about services to be provided and costs per contract.

Construction: Not applicable. Leave blank.

Other: Other miscellaneous costs may be requested in this category. Examples of allowable costs include: professional services fees for consultants, evaluators, conference speakers, auditors, etc.; printing costs for newsletters and publications; travel expenses for non-project personnel; and per diem for non-project personnel. Provide a detailed breakdown of the costs, such as the number of days for the per diem being requested; number of days and costs for consultant or evaluator services; quantity and cost for printing; ground transportation costs, etc. Please note that professional services fees should not exceed amounts permitted under comparable institutional policies.

Total Direct Costs: Enter the total direct costs (items 1-8) being requested.

Indirect Costs: If you are charging indirect costs to the grant, please be reminded that indirect costs are limited to eight percent of the total direct costs or your negotiated indirect cost rate, whichever is less.

Training Stipends: If you are providing tuition assistance, please enter that cost here. Provide a breakout of the numbers of students receiving tuition assistance in each year as well as the amounts they will be awarded.

Total Costs: Enter the total that the project is requesting under this program (item 9-11).

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

APPLICATION CHECKLIST

Before you submit the application package, please review the following list to ensure that you have attached all required materials/files in the prescribed format.

- Part I: Application for Federal Assistance – SF 424
 Department of Education Supplemental Information Form for SF 424
- Part II: Department of Education Budget Summary Form – ED 524 Sections A&B
- Part III: Department of Education Abstract Form
 Project Narrative Attachment Form
 Budget Narrative Attachment Form

Other Attachments Form
 curricula vitae
 position descriptions
 letters of support
 documentation that the partner local educational agency (LEA)
 meets the statutory requirement for a high-need LEA that serves
 children from low-income families

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.

Attachments must be submitted in one of the following file types: .DOC, .RTF, or .PDF format.

- Part IV: **Assurances, Certifications, and Survey Forms**
- GEPA Section 427 Requirement
 Assurances – Non-Construction Programs (SF 424B)
 Disclosure of Lobbying Activities (SF-LLL)
 Survey on Ensuring Equal Opportunity for Applicants
 Grants.gov Lobbying Form (formerly ED Form 80-0013)

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0009. The time required to complete this information collection is estimated to average 200 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-8513. If you have comments or concerns regarding the status of your individual submission of this form, write directly to:

Teachers for a Competitive Tomorrow: Programs for Master's Degrees in
Science, Technology, Engineering, Mathematics, or Critical Foreign Language Education
(TCT-M program)
Office of Postsecondary Education
U.S. Department of Education
1990 K Street NW Room 7091
Washington, DC 20006-8526

FORMS

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s) *Other (Specify) _____
3. Date Received :		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name:		
*b. Employer/Taxpayer Identification Number (EIN/TIN):		*c. Organizational DUNS:
d. Address:		
*Street 1: _____ Street 2: _____ *City: _____ County: _____ *State: _____ Province: _____ *Country: _____ *Zip / Postal Code: _____		
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____		*First Name: _____
Middle Name: _____		
*Last Name: _____		
Suffix: _____		
Title:		
Organizational Affiliation:		
*Telephone Number:		Fax Number:
*Email:		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: _____	*b. Program/Project: _____	
17. Proposed Project:		
*a. Start Date: _____	*b. End Date: _____	
18. Estimated Funding (\$):		
*a. Federal	_____	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: _____	*First Name: _____	
Middle Name: _____		
*Last Name: _____		
Suffix: _____		
*Title: _____		
*Telephone Number: _____	Fax Number: _____	
* Email: _____		
*Signature of Authorized Representative: _____		*Date Signed: _____

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**SUPPLEMENTAL INFORMATION REQUIRED FOR
DEPARTMENT OF EDUCATION**

1. Project Director:

Prefix: *First Name: Middle Name: *LastName: Suffix:

Address:

* Street1:

Street2:

* City:

County:

* State * Zip Code: * Country:

* Phone Number (give area code) Fax Number (give area code)

Email Address:

2. Applicant Experience:

Novice Applicant Yes No Not applicable to this program

3. Human Subjects Research:

Are any research activities involving human subjects planned at any time during the proposed project Period?
 Yes No

Are ALL the research activities proposed designated to be exempt from the regulations?
 Yes Yes Provide Exemption(s) #:
 No No Provide Assurance #, if available:

Please attach an explanation Narrative:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps;
 - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age;
 - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and
 - (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or

whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

purposes regardless of Federal participation in purchases.

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



**U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS**

OMB Control Number: 1890-0004
Expiration Date: 10/31/2007

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1."
Applicants requesting funding for multi-year grants should complete all applicable columns.
Please read all instructions before completing form.

**SECTION A-BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs *						
11. Training Stipends						
12. Total Costs (lines 9-11)						

*Indirect Cost Information (To Be Completed By Your Business Office):

If you are requesting reimbursement for direct costs on line 10, please answer the following questions:

- Do you have an Indirect Cost Rate Agreement approved by the Federal Government? Yes ___ No ___

(2) If yes, please provide the following information:

Period followed by the Indirect Cost Rate Agreement: From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)

Approving Federal agency: ___ED ___ Other (please specify): _____

(3) For Restricted Rate Programs (check one) - Are you using a restricted indirect cost rate that:

___ Is included in your approved Indirect Cost Rate Agreement? Or ___ Complies with 34 CFR 76.564(c)(2)?

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION B - BUDGET
SUMMARY
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs *						
11. Training Stipends						
12. Total Costs (lines 9-11)						

SECTION C - BUDGET NARRATIVE (see instructions)

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 02/28/09

Applicant's (Organization) Name: _____
Applicant's DUNS Number: _____
Federal Program: _____ CFDA Number: _____

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant a secular organization?

Yes No

4. Does the applicant have 501(c)(3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? (*Check only one box*).

<input type="checkbox"/> 3 or Fewer	<input type="checkbox"/> 15-50
<input type="checkbox"/> 4-5	<input type="checkbox"/> 51-100
<input type="checkbox"/> 6-14	<input type="checkbox"/> over 100

7. What is the size of the applicant's annual budget? (*Check only one box.*)

<input type="checkbox"/> Less Than \$150,000
<input type="checkbox"/> \$150,000 - \$299,999
<input type="checkbox"/> \$300,000 - \$499,999
<input type="checkbox"/> \$500,000 - \$999,999
<input type="checkbox"/> \$1,000,000 - \$4,999,999
<input type="checkbox"/> \$5,000,000 or more

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